27 January 2020

The Manager

Hitech Solutions And Services Pvt Ltd

Divine Complex,4th Floor,Kalimati

**Subject: Leave letter for Marriage Ceremony and for my upcoming exam**

Respected Ma’am,

It is to inform you that I will not be able to come to work for 4 days as I have Marriage Ceremony of my brother and my upcoming exam in coming Friday. Since the Marriage ceremony is in Thursday and the exam is in Friday ,it is requested that I have to prepare for my exams .Kindly, grant me holidays for four days.

I feel incredibly confident that the rest of the team should be able to continue excellent work during my absence.

I look forward to your response and also for your consideration.

Yours sincerely

Ragen Maharjan